MONTANA STATE LIBRARY FOUNDATION - Proposed Project Timeline

A projected timeline is presented here. The timeline will be adjusted at the initiation of the project (tentatively mid-March, 2018) to accommodate the steering committee and key stakeholders, and as agreed to by both parties.

ACTIVITY	3/2018	4/2018	5/2018	6/2018	7/2018	8/2018	9/2018	10/2018	11/2018	12/2018	1/2019	2/2019	3/2018	4/2019	5/2019	6/2019	7/2019	8/2019	9/2019
Phase 1: INITIAL MEETINGS AND PRE-PLANNING																			
Confirm contract, and have initial communications to begin the project																			
Initial on-site planning meeting with State Library and Commission																			
Create initial fact sheet(s) regarding the development of a state library foundation																			
Attend Montana State Library Conference and MAGIP Big Sky GeoCon to raise awareness of the project, and meet with potential steering committee members and key stakeholders																			
Create list and recruit steering committee																			
Collect background data – materials, reports, etc.																			
Phase 2: PLANNING & DEVELOPMENT WITH THE STEERING COMMITTEE																			
Onsite meeting with steering committee – confirm process and action plan as well as goals and outcomes for the new library foundation. Hold subsequent meetings remotely or through digital communications																			
Continue meetings with additional key stakeholders, if needed																			
Review process for state and federal filings, identify legal counsel.																			
Conduct initial prospect research, with the support of the steering committee, for major initial donations for the foundation																			
Draft initial governing documents with assistance of legal counsel – bylaws, articles of incorporation, and related policies. Make an initial recommendation on IRS chapter 509 (a) status.																			
Identify and begin recruitment, with the steering committee, of potential board members																			
Confirm initial board membership and leadership (at least 5 members)																			
Submit legal and governance documents for approval to appropriate federal and state agencies – after review and approval by the steering committee, legal counsel, and prospective board. Incorporate as a nonprofit business in Montana.																			

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Phase 3: INITIAL STAGE OF OPERATIONALIZING THE FOUNDATION																			
Continue to identify and pursue potential initial donors to the foundation – create materials and submit proposals as needed																			
Potentially recruit additional board members – confirm leadership in the new board																			
Hold initial board orientation																			
Draft and develop initial needed governance policies and procedures																			
Draft an initial fundraising plan for the foundation																			
Draft initial description of executive director position, and related human resource materials																			
Create initial key messages for the foundation and identify need materials for "launch" of the foundation																			
Communicate an update on the status of foundation development to stakeholders																			
Phase 4: FINALIZING THE CREATION OF THE NEW FOUNDATION																			
Continue to identify and pursue potential donors to the foundation – submit proposals and approach donors as needed																			
Hold first board of directors meeting – approval of policies and procedures, executive director position description and search process, development plan and strategies, review initial key messages																			
Draft marketing and communications plan for the foundation – draft initial communications and promotional materials																			
Work with the board to determine the need and budget for office space. Assist in locating space, and initial office set-up.																			
Second board meeting to review executive process, marketing plans, office plans and needs, and approve any remaining policies or procedures																			
Conduct executive search - make recommendations to the board of directors																			
Hire initial executive staff																			
Work with new executive to hire bookkeeper/contractual financial support																			
Provide orientation to the new executive: board, development and marketing plans and activities, policies and procedures, etc.																			